

Pregnancy Maintenance Initiative (PMI) 2015-2016

Date Generated: 03/10/2015

Catholic Charities Inc.

Period: 07/01/2015 - 06/30/2016

Filter(s): Catholic Charities Inc.

Grouping A - Administration and Management

Goal: A.1 - Capacity building and accountability

Status: 0% Complete

Attachments: Catholic Charities NonProfit Doc; Catholic Charities Org Chart

Attach proof of Non-Profit Status (501(c)(3))

List staff names, positions and email addresses.: Cheryl Scott, RN - PMI Coordinator - 100% Grant funded (2,.080 hours per year) email: cscott@CatholicCharitiesWichita.org Shirley Faulkner, MS, MFT - Director, Cana Counseling Services - dedicates 10% of full-time hours to supervision of the PMI Coordinator& program oversight (10% of position Match) email: sfaulkner@CatholicCharitiesWichita.org Mika Gross - Cana Counseling Marketing Coordinator - provides 10% of part-time hours to outreach marketing assistance to PMI Coordinator (5% of position Match) email: mgross@CatholicCharitiesWichita.org Martha McCabe, MA - Director, Quality Assurance & Compliance - provides 5% of full-time hours to evaluation and assistance to PMI coordinator in reporting to KDHE PMI outcomes (5% of position Match) email: mmccabe@CatholicCharitiesWichita.org Marty Brisco - Accounting Supervisor - provides 5% of full-time hours to provide financial reports and compliance to all agency financial policies, inclusion of PMI in annual agency audit (5% of position Match) email: mbrisco@CatholicCharitiesWichita.org WSU Graduate Student - provides 100% of in-kind hours (5,600) to provide administrative support to the PMI Coordinator (100% of position Match) No email for student.

Summarize your staff management plan to include verification of staff licensure, staff orientation, performance appraisal process and professional development plan.: RN license for the PMI Coordinator was verified at hire in August 2014 and will be verified annually by the agency Office of Human Resources. New Hire orientation was concluded within 90 days of hire in 2014.

The agency performance appraisal process is two-stepped - with interim dialogue occurring in July annual (review of six months of job performance and goal achievement) and annual written job performance and appraisal concluded by February (full 12 months of job performance and goal achievement). During the February meeting, a 12 month professional development plan is also developed between the PMI Coordinator and her supervisor (Director, Cana Counseling Services).

Annual Agency Training Day (scheduled for Sept. 2015) - is mandatory for all agency employees, consisting of review of agency HIPAA policy, client/employee grievance procedures, non-discrimination practices, etc. Average cost to agency is \$100 per employee inclusive of materials, food service and fee for out-of-town speaker on topic relevant to agency(i.e. strategic planning, centralized client intake, program performance evaluation, etc.)

Attach an Organizational Chart in the attachment section above

Did you attach an Organizational Chart in the attachment section?: Yes

Strategy: A.1.1 - Build internal capacity

Status: 0% Complete

Requirement: A.1.1.1 - Attend annual meeting/training provided by KDHE

Status: 0% Complete

Requirement: A.1.1.2 - Provide orientation and training of new staff

Status: 0% Complete

Requirement: A.1.1.3 - Develop a method for recruiting selecting, and training staff

Status: 0% Complete

Strategy: A.1.2 - Communicate and coordinate local work with State staff

Status: 0% Complete

Requirement: A.1.2.1 - Submit Affidavit of Expenditures and Client Demographic Summary quarterly

Status: 0% Complete

Requirement: A.1.2.2 - Submit Narrative Report mid-year (for first six months) and annually (for 12 month period)

Status: 0% Complete

Requirement: A.1.2.3 - Participate in site visits and technical assistance calls as requested by the State

Status: 0% Complete

Goal: A.2 - Program evaluation

Status: 0% Complete

Attachments: CatholicCharitiesPMISatisfaction Survey; CatholicCharitiesAdvisoryGroup

Summarize your program evaluation methods to include how you will expand services to meet community needs.: PMI clients are provided opportunity to complete a client satisfaction questionnaire at least one time during the time they are actively receiving PMI services and again at discharge from the program. Surveys are completed on an anonymous basis. Clients are asked to be honest in their evaluations so we may identify areas of strength as well as those requiring improvement to meet the needs identified. Results of surveys are compiled quarterly by the Director of QA & Compliance, reported to program directors and coordinators, and included in the agency quarterly CQI report disseminated to all agency staff, board of directors and available upon request to funders and the general public (free of charge). Evaluation of services is also reflected in the service plans developed by clients in collaboration with the PMI coordinator and staff (utilization of the PMI required forms). The plan is addressed during each appointment and progress towards meeting goals is reviewed. Clients have the opportunity to make changes to the plan as goals are met and new goals are identified. PMI services will be expanded through the collaborative efforts with local agencies and programs providing services that Catholic Charities does not provide onsite (such as group parenting classes). We have implemented a comprehensive case management approach including provision of additional community resources and initiation of appropriate referrals to meet needs that support a healthy pregnancy and healthy baby born at term. This approach allows us to include clients' family members in the plan of care as needed and/or desired by the client. Client stress from lack of finances, a safe, stable place to live, reliable transportation, access to medical care, and sources of dependable child care increases the risk of premature birth. The addition of a Master's level Social Work (MSW) practicum student from Wichita State University (WSU) to the PMI program in FY 2015 has allowed us to (1) develop new education materials, (2) increase the number and frequency of client appointments for services, (3) expand our comprehensive case management model of service, (4) help build the infrastructure of the program, and (5) offer additional counseling to clients based upon her education and experience. The PMI Advisory Group will also contribute to the evaluation of the program on an ongoing basis. The Catholic Charities, Inc. – Wichita Advisory Group will meet once per quarter to (1) review progress towards meeting established goals and outcomes, (2) financial accountability and (3) provide professional discussions & recommendations regarding expansion of presence and service in the community. It is expected that members will attend a minimum of three of four meetings in a grant year. Meetings will take place at the Administration offices of Catholic Charities, Inc. – 437 N. Topeka, Wichita, KS. Members will include: Connie Heidebrecht -- Director of Fresh Hope Mentoring program for women in Wichita. Connie is a female non-Hispanic Caucasian. The purpose of Fresh Hope is to educate and mentor women striving to rise out of poverty and destructive relationships to financial independence and a healthy self-image. We regularly make referrals to this program. Rachel Gordinier – Family Services Coordinator, Wichita Treehouse. Rachel is a Caucasian, non-Hispanic female. The Treehouse is a referral partner where pregnant women may receive prenatal and parenting education at no cost. Their incentive program allows clients to purchase baby items for completing education classes. Deneen Dryden – Executive Director, Gerard House, a residential home for pregnant teenagers in Wichita. Deneen is a female Caucasian, non-Hispanic. Sharon Lessig, CNP – Sharon is a female non-Hispanic Caucasian. She is a nurse practitioner at the Pregnancy Crisis Center in Wichita. The Pregnancy Crisis Center provides free pregnancy tests, counseling and prenatal and parenting classes to both parents as well as free baby supplies for families in need. They are a referral partner. Lynn Tatlock – Lynn is a non-Hispanic Caucasian female. She is the Manager of the Salvation Army Homeless Program in Wichita. Cheryl Scott, RN, Catholic Charities Inc. PMI Coordinator will facilitate each meeting of the group and will be responsible for provision of minutes following each meeting.

Estimate the total number of women to be served during the grant period.: 100 or more unduplicated, pregnant women

Attach a Client Satisfaction Survey in the attachment section above

Did you attach a Client Satisfaction Survey in the attachment section?: Yes

Strategy: A.2.1 - Develop a program assessment process to ensure services are provided as proposed

Status: 0% Complete

Requirement: A.2.1.1 - Develop and use a client satisfaction survey

Status: 0% Complete

Attachments: PMI Client Satisfaction Survey

Requirement: A.2.1.2 - Develop and maintain program policies and procedures that are based on program standards and guidelines.

Status: 0% Complete

Strategy: A.2.2 - Create and maintain a functioning advisory group

Status: 0% Complete

Attachments: Catholic Charities Advisory Group

Requirement: A.2.2.1 - Composition of the advisory group will reflect the community (race, ethnicity, SES)

Status: 0% Complete

Requirement: A.2.2.2 - Regular meetings will be held and minutes of the meeting kept

Status: 0% Complete

Grouping B - Data and Information

Goal: B.1 - Measure program impact

Status: 0% Complete

How will you measure effectiveness of services, interventions and referral networks?: In addition to required reporting to KDHE, Catholic Charities, Inc. maintains a Continuous Quality Improvement (CQI) process across the agency. Requiring all programs and projects to continuously collect output demographic data on all clients enrolled for services, as well as evaluation and reporting of outcome (change) measurement in at least three areas for all clients.

For the PMI FY 2016 program, outputs for the agency will include:

of unduplicated, pregnant women enrolled: 100

of full-term births: 50

of adoptions : 2

of premature births: 2

of fetal deaths/stillbirths: 0

of birth fathers/other family members served: 40

of community outreach contacts: 20

Effectiveness of services will be measured by the percentage of clients meeting or exceeding the goals they have established with their counselor including adequate prenatal care, adequate nutrition, no low birth weight babies, no premature births, no prenatal or postnatal complications, safe shelter for client and baby, and no incidents or reports of neglect or abuse of client and/or infant. This information is derived from the PMI Life Domain Goal Planning and PMI Goal Tracking documentation.

For the PMI FY 2016 outcome measures (client change) will include:

- (1) 90% of clients enrolled for services will complete PMI Intake & Needs Assessment Form and begin development of service plan & goals (PMI Life Domain Goal Planning Form) on first visit (90/100)
- (2) 80% of clients will report improved health/wellness at time of discharge due to receiving PMI services (80/100)
- (3) 80% of clients will report increased access to community resources at time of discharge due to receiving PMI services (80/100)

How will you ensure services provided are those needed by clients?: To ensure services provided are those needed by clients, we complete a needs assessments on each client at initial admission, seeking clients' active participation in determining which services are desired and needed. Once the service plan is developed, and knowing we cannot meet every client's every need, we initiate referrals to local community programs that can address the needs Catholic Charities cannot meet (such as referral to local clinic for pre-natal medical care).

We elicit feedback from every client through utilization of the client satisfaction survey, along with level of satisfaction voiced at time of each meeting with the PMI Coordinator, regarding the effectiveness of not only our program, but the programs to which we have completed a referral on their behalf. The service plan documents the steps taken to meet clients' identified needs and whether or not needs were met to the level the client identified.

During each PMI consultation staff addresses food, shelter, compliance with medical appointments and personal safety in order to identify any areas of concern that client may not have verbalized.

Strategy: B.1.1 - Develop an evaluation tool to measure program effectiveness

Start Date: 07/01/2015

End Date: 06/30/2016

Status: 0% Complete

Attachments: PMI Client Satisfaction Survey

Requirement: B.1.1.1 - Gather and use data to plan and evaluate interventions and referral networks

Status: 0% Complete

Requirement: B.1.1.2 - Gather and use data to assess program impact

Status: 0% Complete

Grouping D - Interventions to Improve Public Health

Goal: D.1 - Provide services to enable pregnant women to carry their pregnancies to term

Status: 0% Complete

Attachments: CatholicCharitiesClient Rights

Describe services to be provided to pregnant women that will enable them to carry their pregnancies to term.: Pregnancy Maintenance Initiative (PMI) services are provided to any pregnant woman in need residing in the Catholic Charities Inc. geographic service area (City of Wichita). Services will not be denied due to inability to pay, insurance status, religion, race, color, sexual orientation, marital status, political ideology, age, creed, ancestry, national origin or disability. At initial intake, Catholic Charities, Inc. requires all persons enrolled for services to complete the following agency forms: (1) Acknowledgement of agency Privacy Practices (HIPAA), (2) Agreement to Program Client Rights and Responsibilities, and (3) Acknowledgement of Agency Grievance/Complaint policy & procedures. Also at this meeting the PMI Intake & Needs Assessment Form is completed in order for both the client and PMI staff to determine level of services. The PMI Life Domain Goal Planning Form is also initiated at this first meeting and may be completed on the second follow-up visit. The client will be required to sign the Agency Release of Information (ROI) for each verbal or written referral initiated by PMI staff on their behalf throughout the period of service (this is a Catholic Charities, Inc. requirement). Copy of agency Client Rights Policy attached. Copy of agency Non-discrimination policy attached. Healthy mother and infant is primary to successful outcomes, with review of client health history recorded on first visit. For women without routine, dependable medical care, referrals are made to local community clinics serving pregnant and post-partum women (accepting uninsured, low income and Medicaid enrolled pregnant women). Signed client release is obtained by the PMI Coordinator so she may track the medical progress of the client including birth outcome. The Catholic Charities, Inc. PMI program provides (1) nutrition counseling, (2) information on multiple locations where clients may access free food for self and family (food pantries and daily congregate meal service locations) (3) education & assistance to access local WIC program so clients will have adequate weight gain and proper nutrition to support the pregnancy. We follow up on these referrals with each appointment, monitoring their food intake and weight as reported by client. Through PMI funding and match contributions, we provide limited amount gift cards (no more than \$50) and local city bus passes to increase PMI client compliance with medical appointments so they may access services both onsite; and also provide transportation to/from other community agencies and organizations to which we have referred them to for additional assistance. The PMI Coordinator (RN) provides prenatal education including symptoms to report to their medical provider that may indicate preterm labor or other problems with the pregnancy. This also includes counseling regarding reducing stress in their lives in order to prevent preterm labor. We offer Count The Kicks education to clients in the 3rd trimester to monitor baby's wellbeing. When clients' husbands or partner joins them for appointments we include them in this education so they may also be alert to signs or symptoms to report to the medical provider and/or when to call 911 for pregnancy emergencies. Client assistance through PMI funding and match contributions also enables us to provide assistance with one-time utility bill and rent payments on a case by case basis in an effort to keep clients in a safe place and avoid homelessness. When needed we seek shelter for clients in the area homeless shelters serving women. We have provided temporary assistance in local motels when no other option is available for clients.

Describe the adoption services and pregnancy education to be provided as part of the program.: During admission to the PMI program, clients are asked about their plans for their pregnancy (birth plan). These options include (1) continue with pregnancy and parent child, (2) consider placing for adoption or (3) plan to place for adoption.
Copy of agency pregnancy services policy attached.

PMI clients indicating they are uncertain about parenting the child are given the opportunity during the course of their pregnancy to explore the pros and cons of placing a child for adoption. This may involve evaluating their relationship with their partner, their education goals, their finances and their preparedness for parenting. An explanation of the three (3) types of adoption is provided to all clients who are uncertain about parenting and to all who verbalize the desire to place for adoption. Catholic Charities provides a current list of agencies licensed by the state of Kansas providing adoption services for those clients wishing to explore or make an adoption plan.

Pregnancy education is provided one-on-one by the PMI Coordinator (RN) with extensive experience in Obstetrics. Using the educational resources listed below our program provides education regarding the following:

Changes to the body during pregnancy, nutrition and exercise, preparation for labor and giving birth, breastfeeding, postpartum care, newborn care, parenting a newborn, importance of compliance with medical appointments, effects of stress on pregnancy and baby, stress reduction techniques, positions for labor, bonding and attachment for mother and father, identifying a medical emergency during pregnancy and/or for newborn, infection control in the home, and community resources to support pregnancy and engage fathers.

Education Resources:

ABC's of Safe Sleep

The Period of Purple Crying – National Center on Shaken Baby Syndrome

March of Dimes - Becoming A Mom

Shaken Baby Syndrome – KS Dept. of Social and Rehabilitation Services

Count the Kicks Program

Facts about Smoking and Pregnancy – American Lung Association

Breastfeeding is Best – Sedgwick County WIC program

Soothing a Crying Infant; Family violence & Children; Protecting Your Child From Abuse; Successful Single Parenting; The Parent Helpline – KCSL

A Guide for Pregnant Teens; Your Pregnancy & Newborn Journey - Lindsay & Brunelle

Education on labor, delivery, postpartum care, newborn care – Maternity Nursing 8th Edition, Loudermilk & Perry

Estimate number of pregnant women to be served in grant period.: 100

Strategy: D.1.1 - Assure that no individuals unable to pay will be denied pregnancy maintenance services

Status: 0% Complete

Attachments: CatholicCharitiesNonDiscriminationPolicy

Requirement: D.1.1.1 - Have on file written protocols that clearly outline how the local pregnancy maintenance services are to be implemented

Status: 0% Complete

Attachments: CatholicCharitiesPregnancySerPoilcy

Strategy: D.1.2 - Adoption services and pregnancy education will be part of the program

Status: 0% Complete

Requirement: D.1.2.1 - Case managers to attend adoption training class

Status: 0% Complete

Requirement: D.1.2.2 - Provide plan for providing adoption as an option

Status: 0% Complete

Requirement: D.1.2.3 - Provide adequate resources and referrals

Status: 0% Complete

Goal: D.2 - The program shall not perform, promote or refer for education in favor of abortion.

Status: 0% Complete

Can you provide assurances that the program will not perform, promote or refer for education in favor of abortion?: Yes

Select all counties to be served below

County: Sedgwick

Strategy: D.2.1 - Provide assurances

Status: 0% Complete

Grouping E - Communications and Promotions

Goal: E.1 - Increase public awareness of services and generate buy in

Status: 0% Complete

How will you promote your Pregnancy Maintenance Initiative (PMI) services to the community?: Information about the PMI program can be found 24/7 on the agency website(www.CatholicCharitiesWichita.org/family-strengthening/pregnancy-support-services).

A summary of services, eligibility and contact information is listed here.

In addition, we promote PMI services in the Wichita community through continuous outreach activities including:

*Networking and collaboration with area programs who serve pregnant women

*Articles in community publications

*Information on referral agency and organization websites

*Presence and active participation in community efforts including the MIHC (Maternal Infant Health Coalition), Project Imprint and local annual Life Run

*Posters in area businesses and churches

*Public speaking engagements

*Rack cards in area businesses that serve pregnant women

What are your planned outreach activities?: We will continue to have a presence in community activities related to pregnancy and parenting such as the annual Life Run event, presentations of the PMI program to area businesses and medical providers and support area events such as the Safe Sleep Baby Shower events.

Strategy: E.1.1 - Promote services to community

Status: 0% Complete

Strategy: E.1.2 - Planned outreach activities

Status: 0% Complete

Strategy: E.1.3 - Target and recruit clients

Status: 0% Complete

Grouping F - Partnerships

Goal: F.1 - Collaborative partnerships with community providers**Status:** 0% Complete**Attachments:** CatholicCharitiesReleaseofInformation

Who are your key community partners and their role in providing PMI-related services?: (1) Sedgwick County Health Department -- They will provide medical care for PMI clients without insurance and who cannot obtain a medical card (Medicaid). Assistance with securing pre-natal care, obstetric and pediatric care and securing affordable health care is also provided at the County Health Department. Parenting classes are also offered by the Department on a routine basis. Also administers the local WIC program.

(2) Healthy Babies Program of Sedgwick County – one-on-one prenatal and parenting education, assistance with acquisition of car seat, offer home visitation program to assist with monitoring of pregnancy.

(3) Catholic Charities, Inc. - St Anthony Family Shelter -- Offers temporary housing for homeless families (including single adult women who are pregnant and accompanied by one or more children); provides comprehensive case management, assistance with applications for subsidized, government housing and life-skills education onsite.

(4) Catholic Charities, Inc. – Harbor House – Offers temporary housing for homeless women (including pregnant women and those women with or without accompanying children) who are fleeing domestic violence; provides comprehensive case management, assistance with applications for subsidized, government housing; applications for transitional housing and life skills education onsite.

(5) His Helping Hands of Central Christian Church -- Accepts referrals from us to provide free furniture and needed household items, access to food and clothing for PMI clients and her family.

(6) Fresh Hope Mentoring Program - Education and mentoring program for women coming from domestic violence relationships and/or low income backgrounds. Assist with locating jobs and completing GED. Clients are assigned a female mentor to work with during the course of the program.

(7) The Treehouse – Provides pregnancy and parenting education at no cost. Offer free childcare for group classes. Clients may obtain free baby item for participating in the classes.

(8) Catholic Charities, Inc. Our Daily Bread Food Pantry – Access to free food on a monthly basis for all persons living in the home (including diapers & formula). Assistance through on-site KS DCF TANF worker to help enroll clients in food stamps (SNAP) is offered every Wednesday 9am to 1pm with referral to local WIC program.

(9) Prolife Outreach, Garden Plain, KS – We may obtain free items for baby on behalf of our clients. These items include cribs, car seats, clothing, etc.

(10) Via Christi Safe Kids Program – Provides car seats, car-seat check-ups, safety workshops and other education free of charge to help parents prevent childhood injuries.

When referring for services outside the program, what are the processes for initial referrals and for follow-up after referral?:

Referrals are made after a need by client is identified. Programs that are able to help her meet the need(s) are presented to client. Should the PMI client agree to pursue the referral, the PMI Coordinator provides guidance to the service program location, hours of operation and how to make an appointment. The majority of our referrals do not require a verbal or written referral. However for those that do, the agency requires the client to sign a Release of Information Form (ROI) prior to the referral being initiated by PMI staff. See copy of our ROI attached.

Agencies that require a written referral provide us a copy of the form, which we complete and send with client to her appointment along with a copy of the the Catholic Charities Release of Information signed form.

Follow-up by PMI staff is completed at the next PMI appointment where clients are encouraged to share and evaluate their experience. If client or staff identify that the need for which the referral was made has not yet been completely met, we evaluate why and seek additional resources to meet that need.

Case notes are documented to the agency client's file at the time the referral is made and the outcome of the appointment at the time of their follow-up consultation with PMI staff.

Strategy: F.1.1 - Build and maintain local partnerships**Status:** 0% Complete

Requirement: F.1.1.1 - Develop and maintain collaborative partnerships with community providers of related services

Status: 0% Complete

Requirement: F.1.1.2 - Develop referral sources for related services

Status: 0% Complete

Requirement: F.1.1.3 - Track referrals made and outcomes of those referrals

Status: 0% Complete